



Niccolò PECCI

Profile

Perseverant, detail-oriented and patient by nature, I have a very high level of adaptability and I like to constantly learn new things. Sociable, I enjoy developing excellent relationships.

Languages

Italian	Mother-tongue
English	Proficiency
Russian	Proficiency
French	Conversational
German	Conversational

Contact

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Rue des Alpes 59
1023 Crissier

Born on 01.08.1996 – Italian – B Permit
Driving License

Key competencies

- **Experienced** in UHNWI and corporate travel management
- **Lead** complex projects with extensive logistics and coordination across operational teams
- **Built and developed** excellent relationships within my client portfolio
- **Monitored** data entry, correct order validation, service entry, and billing initiation
- **Delivered** exceptional customer service under high-pressure situations and rapidly changing environments
- **Exhibited** strong attention to detail and accuracy in invoice, deposits, and payment record for back office
- **Established** relations with various stakeholders, authorities, and clients
- **Communicated** effectively complex information to multiple departments, external stakeholders, and senior management

Experiences

Administrative and PA – Venera Avto, Moscow (RUS) **2023**

In a logistics company, I managed the CEO's schedule, handling appointments, and facilitating meeting preparations, while also overseeing communication channels and travel arrangements. Document management and active participation in various projects, contributing to research, data analysis, and report preparation.

Charter Sales Executive – Simply Jet, Lausanne (CH) **2022- 2023**

I was a charter broker for ad-hoc flights in private jets and helicopters for HNWI and corporate clients. I effectively managed the entire charter flight process and travel extras and worked collaboratively with the operational and logistics teams to coordinate flight schedules and compliance with safety standards.

Export Manager – Dada Arrigoni Luxury Jewelry, Bergamo (ITA) **2019-2020**

I have successfully converted prospects into customers and generated new business from retailers and private clients located in the EU and CIS markets. In this role, I managed and maintained accurate sales and shipment records, in compliance with national and international regulations and was also in charge of after-sales service.

Linguistic Lecturer – University of Tallinn TLU, Tallinn (EST) **2018**

Led an Italian language course to train undergraduate students in classes of up to 30 people, from A1 to C1 level. Offered and organized additional courses on Italian culture, arts and history to promote student engagement. At the end of the academic year, I was a member of the examination committee for finals.

Education

Master in International Business – HSE, Moscow **2020 - 2022**

Preparatory programme in Economics – Higher School of Economics, Moscow **2020**

Bachelor Languages and Modern cultures – Università di Pavia, Pavia **2019**

Other interests

Reading literature and essays, writing, water sports, hiking.
Proficient user of MS Suite.